

U.S. Mission US Embassy/Kingston

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** V001 -2020
2. **ISSUANCE DATE:** January 8, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 29, 2020 by 4:00 p.m.
4. **POSITION TITLE:** Project Management Specialist (Key Population HIV/AIDS) - FSN-10

MARKET VALUE: JMD\$ 4,538,465 – JMD\$ 6,807,701 equivalent to **FSN - 10**, in accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.

5. **PERIOD OF PERFORMANCE:** Contract of 3 years, renewable pending approval and need for the position and the availability of funds.
6. **PLACE OF PERFORMANCE:** Kingston/Jamaica
7. **SECURITY LEVEL REQUIRED:** Non-sensitive, Local Security Certification or Public Trust
8. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

USAID/Jamaica is seeking eligible and qualified applicants for the position of Key Population (KP) HIV/AIDS Technical Advisor to participate in and support the management and coordination of programs/projects/activities within the USAID HIV program specifically related to Key Populations (KPs). Key Populations are often extremely difficult to reach for critical HIV/AIDS testing, care and treatment services, they include people who inject drugs, men who have sex with men, transgender persons, sex workers and prisoners. Around the world, key populations face much higher rates of HIV and AIDS than the general population and are most at risk for contracting HIV.

Interested persons are encouraged to view the full copy of the PD, which may be accessed from: [PMS KP Technical Advisor PD.pdf \[148KB\]](#) before applying.

9. AREA OF CONSIDERATION: (*Who May Apply*)

All interested candidates (Non-Jamaican applicants must possess legal residence within the country and a work permit).

10. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

11. POINT OF CONTACT: Knetia Landells-Wiggan, e-mail to jmjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A Bachelor's degree in health, public health, epidemiology, counseling, psychology, sociology or related health or relevant social science concentration is required.
- b) **Prior Work Experience:** A minimum of five years of progressively responsible, professional level experience in public health and HIV/AIDS is required. Demonstrated experience in and understanding issues relating to HIV for Key Populations within developing country settings is required.
- c) **Post Entry Training:** Familiarization training in USAID specific procedures, regulations and methods is required and will be provided. Orientation to working from a donor-Agency perspective and in the context of the USG PEPFAR program will be provided. Successful completion of formal COR/AOR certification courses is required and will be provided. Other training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as needed and as they become available, subject to availability of funds. CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.
- d) **Language Proficiency:** Level IV English both written and oral is required.
- e) **Job Knowledge:** The job holder must have an in-depth professional-level knowledge of development principles, concepts and practices, especially as they relate to managing public health and HIV/AIDS prevention, care and treatment programs/projects/activities in the Caribbean region. S/he must have demonstrated technical knowledge and experience of development challenges in combatting the HIV/AIDS epidemic in the Caribbean and particularly among key populations and/or vulnerable populations. Knowledge of public and private approaches to providing innovative and high-impact support and clinical services across the HIV/AIDS continuum of care is required. The job holder must be familiar with the particular HIV/AIDS epidemic and the socio-cultural and economic conditions that serve as barriers to key populations in accessing appropriate and high-quality HIV/AIDS services in the Caribbean. The job holder must have an understanding of the resources, resource constraints and overall development prospects and priorities of Jamaica as well as the Caribbean region in relation to public sector HIV/AIDS responses. S/he must have knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy and practice relating to the sector, of USAID and PEPFAR programming policies, regulations and procedures. S/he must have the ability to quickly acquire knowledge of the objectives, methodology and status of assigned activities. The job holder must have knowledge and understanding of the organization and respective roles of the different levels of the government of Jamaica to facilitate and promote effective communication and strong working partnerships to foster consensus on program/project/activity strategy and implementation. S/he must have demonstrated credibility as an expert in the field to effectively champion coordination and collaboration with all stakeholders, at both the highest policy levels and at the grassroots. Knowledge of and

experience with complex, web-based program planning and reporting databases. Detailed knowledge in the field of strategic information as it relates to global health.

- f) **Skills and Abilities:** The job holder must have demonstrated excellent teamwork and interpersonal skills in a fast paced, dynamic and multi-cultural work setting is required. S/he must have advanced verbal and written communication skills and proven ability to provide concise and effective explanations of complex technical issues to both specialists and lay counterparts. The job holder must have the maturity to function independently within a complex, highly demanding and frequently changing environment. S/he must have the ability to organize and facilitate meetings and to make oral presentations to senior officials and partners on politically sensitive topics in a multi-cultural context. The candidate must be capable of prioritizing and managing several activities simultaneously. High levels of proficiency in Microsoft Office Suite and work processing is required. Ability to organize and present information, and ability to create and present data in charts, tables, graphs, and pyramids.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated based on stated requirements. The selection process will be done in two stages (1) a Proficiency Test and (2) an interview.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form.

[Universal Application for Employment \(UAE\) \(Form DS-174\)](#)

Required Documents: Please provide the required documentation listed below with your application:

- *Current Resume*
- *Qualifications*
- *3 References*

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Personal Service Contractor (PSC) is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Benefits are paid to Locally Employed Staff as outlined in the Local Compensation Plan.
2. **ALLOWANCES** (as applicable):
Allowances are paid to Locally Employed Staff as outlined in the Local Compensation Plan.

VI. TAXES

Employees are responsible to make payments for all relevant taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**, see <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.